



# ePLACE Permitting Portal Training Manual for MDAR

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**EEA ePLACE Portal**

**GCOM Software Inc.**

The EEA ePLACE Portal Training Manual is presented by the Massachusetts Department of Agriculture Resources (MDAR). The goal of the training manual is to acquaint Public Users with the new ePLACE Portal application.

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## DOCUMENT HISTORY

Version	Date	Name	Changes Made
Draft	04/28/2017	Varun	Create
Final V 1.0	07/11/2017	Varun	Updated with comments
Final V 1.1	07/20/2017	Sneha Kalagarla	Modified the existing and added new sections.

Unit	Description / Purpose
Chapter 1: Accessing ePLACE Portal	This Chapter will introduce the Public User to login procedures, account creation, passwords and account management.
Chapter 2: Account Management	This Chapter shows Public User functions: Manage your account by adding and removing accounts and reading announcements.
Chapter 3: Apply for and schedule an MDAR Pesticide EXAM	This Chapter walks the Public User through the MDAR Exam application process.
Chapter 4: Apply for the MDAR Pesticide License	This Chapter walks the Public User through the MDAR License application process.
Chapter 5: Checking the status of a record	The purpose of this Chapter is to show Public user – “How to check status of an application?”
Chapter 6: Amending and Renewing a Permit	This Chapter walks the Public User through the amend/renew process.

## Program Goal

The ePLACE Portal Training Manual is presented by the Massachusetts Department of Agriculture Resources (MDAR). The program goal is to acquaint Public Users with the new ePLACE Portal application.

**By completing this course, participants will be able to:**

- ✓ Navigate the ePLACE Portal application
- ✓ Manage Account
- ✓ Apply for Exam, Permit/ License/ Authorization
- ✓ Make Online Payment
- ✓ Checking status of an Application
- ✓ Editing an Application
- ✓ Amend/ Renew a Permit/ License/ Authorizations

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## Accessing ePLACE Portal

This exercise will demonstrate how the Public User will login to the ePLACE Portal.	
Application Screen	Tasks
Activity - Login to ePLACE Portal	<ol style="list-style-type: none"><li>1. <b>CLICK</b> Link to ePLACE Portal application</li><li>2. <b>ENTER</b> Public User login name provided</li><li>3. <b>ENTER</b> Password provided</li></ol>
Account Landing Page	Account Landing Page will open

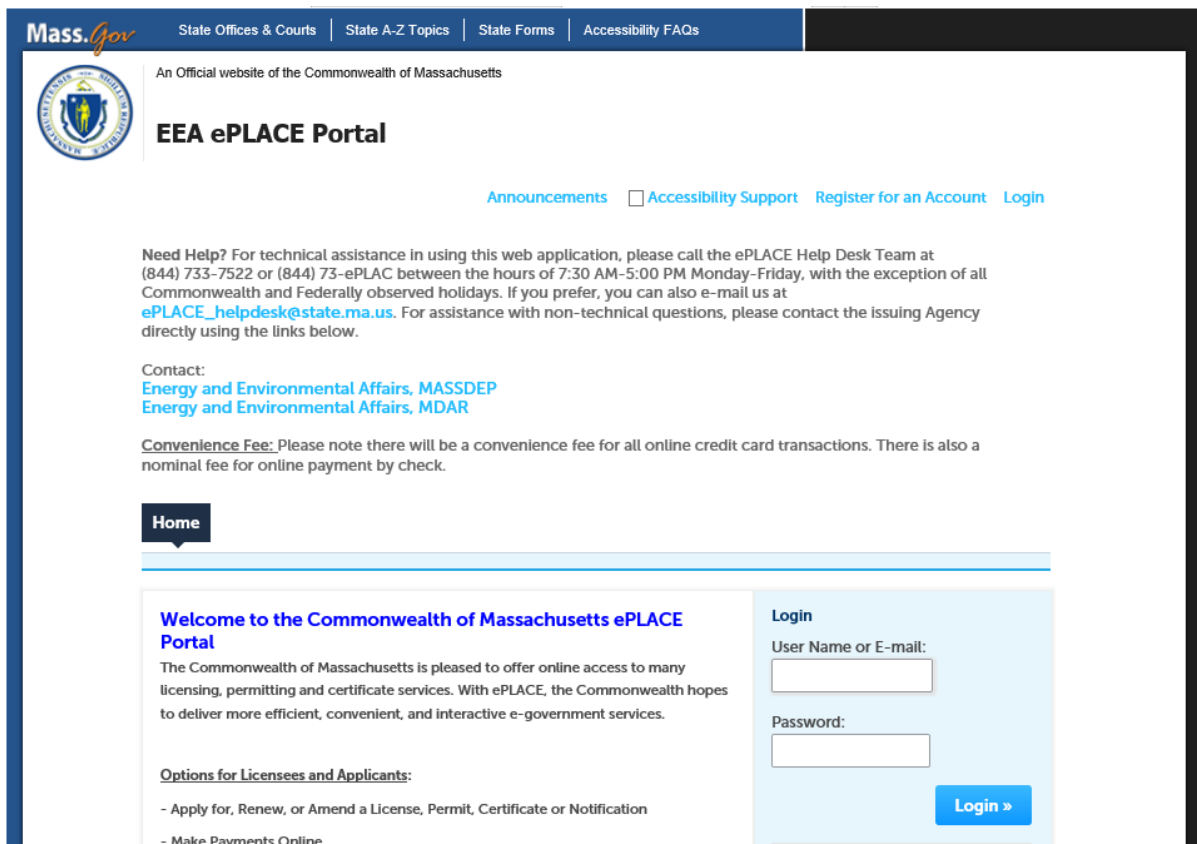
## Accessing ePLACE Portal

At the completion of this Chapter, the Public User will be able to:

- Access the ePLACE Portal System
- Create Account
- Login
- Retrieve Forgotten Password

### Home Page

The ePLACE Portal Home Page:



The screenshot shows the EEA ePLACE Portal Home Page. At the top, there is a navigation bar with links: "Mass.gov", "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below this is a header section with the Massachusetts state seal and the text "An Official website of the Commonwealth of Massachusetts". The main heading is "EEA ePLACE Portal". To the right of the heading are links: "Announcements", "Accessibility Support" (with a checkbox), "Register for an Account", and "Login". A paragraph of text provides contact information for technical assistance: "Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below." Below this is a "Contact:" section with links to "Energy and Environmental Affairs, MASSDEP" and "Energy and Environmental Affairs, MDAR". A "Convenience Fee" notice states: "Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check." A "Home" button is located below the notice. The main content area is divided into two columns. The left column has a heading "Welcome to the Commonwealth of Massachusetts ePLACE Portal" and a paragraph: "The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services." Below this is a section titled "Options for Licensees and Applicants:" with a list: "- Apply for, Renew, or Amend a License, Permit, Certificate or Notification" and "- Make Payments Online". The right column has a "Login" section with a "User Name or E-mail:" field, a "Password:" field, and a "Login »" button.

Mass.gov State Offices & Courts State A-Z Topics State Forms Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

### EEA ePLACE Portal

[Announcements](#) ☐ [Accessibility Support](#) [Register for an Account](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

#### Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

#### Login

User Name or E-mail:

Password:

[Login »](#)



## Account Creation

1. First time users will click on any one of the four links provided on the Home Page to create the online account. Please see below -

The screenshot shows the EEA ePLACE Portal Home page. At the top, there is a navigation bar with links: State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the Mass.gov logo and the text 'An Official website of the Commonwealth of Massachusetts'. The main heading is 'EEA ePLACE Portal'. To the right of the heading, there is a red box around the 'Register for an Account' link, with a red '1' above it. Below the heading, there are links for 'Announcements', 'Accessibility Support', and 'Login'. A paragraph of text provides contact information for the ePLACE Help Desk Team. Below this, there is a 'Contact:' section with links for 'Energy and Environmental Affairs, MASSDEP' and 'Energy and Environmental Affairs, MDAR'. A 'Convenience Fee' section states that there is a fee for online credit card transactions. Below this, there is a 'Home' button. The main content area is titled 'Welcome to the Commonwealth of Massachusetts ePLACE Portal'. It contains a paragraph about the portal's purpose. Below this, there is a section for 'Options for Licensees and Applicants' with links for 'Apply for, Renew, or Amend a License, Permit, Certificate or Notification' and 'Make Payments Online'. There is also a section for 'ePLACE Portal Account Registration' with a paragraph about the registration process. Below this, there is a section for 'First Time Users' with a paragraph about creating an account. A red box around the 'click here' link in this section is labeled with a red '3'. To the right of the main content area, there is a 'Login' section with fields for 'User Name or E-mail:' and 'Password:', and a 'Login »' button. Below this, there is a checkbox for 'Remember me on this computer' and a link for 'I've forgotten my password'. A red box around the 'New Users: Register for an Account' link is labeled with a red '2'. At the bottom of the main content area, there is a 'First Time Users' section with a paragraph about creating an account. A red box around the 'Register Now »' button is labeled with a red '4'.

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

**EEA ePLACE Portal**

1 [Register for an Account](#) [Login](#)

[Announcements](#) ☐ [Accessibility Support](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

**Home**

**Welcome to the Commonwealth of Massachusetts ePLACE Portal**

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

**Options for Licensees and Applicants:**

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

**ePLACE Portal Account Registration:**

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

- Apply for a License, Permit, Certificate or Notification
- Renew a License, Permit or Certificate
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

**First Time Users:**

To register, [click here](#) to create an account with a User name and Password. After registering, login to access ePLACE.

**Returning Users:**

Use the log in box on the right to log in with your User name and Password to access the portal. \*NOTE if it has been more than 60 days since you last logged into the system you will need to reset your password.

**First Time Users**

To register, create an account with a Username and Password. After registering, please login to access the eLicensing and ePermitting Portal.

**Login**

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

**2** [New Users: Register for an Account](#)

**3** [click here](#)

**4** [Register Now »](#)

2. After New User button is clicked, screen will refresh and will display the account registration page. User will accept "Terms to proceed" and will click "Continue Registration"

## Account Registration

You must provide the following information to open an account:

User Name and Password  
Contact Information  
E-mail

Please review and accept the terms below to proceed.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might be disclosed to

☐ I have read and accepted the above terms.

[Continue Registration »](#)

### 3. User will enter Login Information.

#### Login Information

E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

\* User Name: ?

\* Registration E-mail Address:

\* Password: ?

Password Strength Requirements

\* Type Password Again:

\* Create a Security Question: ?

\* Answer: ?

- User Name** – This can be anything of user's choice
- Registration Email Address** – E-mail address must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.
- Password** - Your password must meet the following requirements:
  - Minimum of 8 character(s)
  - For a strong password must contain each of the following:
    - At least 1 upper-case letter(s) (A, B, C...)
    - At least 1 number(s) (1,2,3, ...)
    - At least 1 special character(s)
  - Must not be Your user ID
  - Must not be any of your previous 5 password(s)
- Create a Security Question** – This question can be anything of user's choice.
- Answer** – This is the answer for his/her Security question he creates at the time of registration.

4. User will click on “Add New” to add contact information.

## Contact Information

Please select “Add New” to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate “Individual” type of contact with your registration.

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an “Individual” contact.

Add New

Continue Registration »

## Adding a New Contact

5. System will open a pop up window (see below) – where we can enter the Contact Information.

### Contact Information

×

Salutation:	* First Name:	Middle Name:	* Last Name:	Suffix:
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* P.O. Box / Address Line: <span>?</span>				
<input type="text"/>				
* Country:				
<input type="text" value="United States"/>				
* City:	* State:	* Zip:	<span>?</span>	
<input type="text"/>	--Select--	<input type="text"/>		
* Primary Phone:	<span>?</span>	Primary Extension		
<input type="text"/>		<input type="text"/>		
Alternate Phone:	Mobile Phone:	Fax Number:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
* Contact E-mail Address: <span>?</span>				
<input type="text"/>				
<div>Continue Clear Discard Changes</div>				

Enter below required fields in the contact form

- a. **First Name, Last Name** – Enter correct information as this is used on your Authorization Licenses (or) Approval Letters (or) Permits when the agency issues the applicant/user.
- b. **P.O.Box / Address Line, City, State, Zip, Country** – Enter your current address where the agency can reach you in case of additional information.
- c. **Primary Phone** – Enter your current Phone Number.
- d. **Contact E-mail Address** – Enter your current E-mail address in order to receive important legal and other notices relating to your Exam/Pesticide License/Pesticide Renewal/Pesticide Amendment Applications.

User can enter other optional fields like Salutation, Suffix, Alternate/Mobile Phone, Fax Number – This will provide the MDAR agency additional information to contact the user.

After the user enter their contact information please click on Continue.

### Contact Information

Salutation:	*First Name:	Middle Name:	*Last Name:	Suffix:
Ms. ▼	Happy		L	
*P.O. Box / Address Line: ⓘ				
1000 Main St				
*Country:				
United States ▼				
*City:	*State:	*Zip: ⓘ		
Boston	MA ▼	02108-		
*Primary Phone: ⓘ	Primary Extension			
123-123-1234	123			
Alternate Phone:	Mobile Phone:	Fax Number:		
999-999-9999	111-111-1111	555-555-5555		
*Contact E-mail Address: ⓘ				
happy.l@gmail.com				
<div><div>Continue</div><div>Clear</div><div>Discard Changes</div></div>				

6. System will validate your contact in the ePLACE Portal database and will show a Pop Up – asking you to continue or cancel.

Please click **Continue** – The system will add the contact.

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue

Cancel

7. Click on Continue Registration button.

## Contact Information

---

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

✓ Contact updated successfully.

Ms. Happy L  
happy.l@gmail.com  
Primary Phone: 123-123-1234  
Mobile Phone: 111-111-1111  
Alternate Phone: 999-999-9999  
Fax Number: 555-555-5555  
[Remove](#)

[Continue Registration »](#)

8. ePLACE Portal system will complete the registration process – it will show you the account creation confirmation (see below).

[Home](#)



Congratulations. You have successfully created an account with the Commonwealth of Massachusetts eLicensing and ePermitting Portal. You will receive a confirmation by e-mail.

Reminder: If you are a current license or permit holder, you must link this Portal account to your record before you can complete transactions such as a renewal or amendment.

Click on the "Home" tab to login and continue.

**Your account has been successfully created.**

### Account Information

---

User Name:	GCOM
E-mail:	gcom@gcom.com
Password:	*****
Security Question:	My Pet name

### Contact Information

---

Ms. Happy L	Primary Phone: 123-123-1234
1000 Main St	Alternate Phone: 999-999-9999
happy.l@gmail.com	Mobile Phone: 111-111-1111
	Fax Number: 555-555-5555

9. The user will also receive a confirmation email from Commonwealth of Massachusetts – the email provides information related to ePLACE Portal site URL's for future reference.

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal

**From:** Noreply\_Elicensingepermitting (MASSIT) [mailto:noreply\_licensingepermitting@massmail.state.ma.us]  
**Sent:** Monday, December 12, 2016 4:52 PM  
**To:** Happy.I@gmail.com  
**Subject:** Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal

Hello Happy L,

**Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting Portal.**

Thank you for registering. Please remember to protect your password and refrain from revealing it to others!

Please click the following link to learn more information about the Commonwealth's eLicensing and ePermitting Portal, the forms, and the services provided. [Access the Massachusetts eLicensing and ePermitting Portal.](#)

Please click the following link to learn more about our Site Policies, including our Terms of Use and our Privacy Policy: [Access the Massachusetts eLicensing and ePermitting Portal site policies.](#)

Please note that by completing your Portal registration, you agreed to abide by all terms and conditions set forth in these Site Policies.

You can make changes to your profile by accessing the Massachusetts eLicensing and ePermitting Portal and using the [Account Registration menu item.](#)

This e-mail has been sent to the e-mail address supplied by you during the registration process. We will use this e-mail address to provide you with important legal notices and other notices relating to your use of this site. You must keep the e-mail address in your profile current through the Account Registration link.

Please do not reply directly to this e-mail. This e-mail was sent from a notification-only address that cannot accept incoming e-mail.

**Need Help?** Call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 a.m. and 5:00 p.m. EST Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). Our help desk staff will gladly assist you.

Thank you!

## Account Management Activity

Account Management – Edit login/account information. Adding a contact	
Page Section	Tasks
Edit login/account information	<ul style="list-style-type: none"><li>• <b>CHANGE</b> login information (if necessary)</li><li>• <b>CHANGE</b> account information answer (if necessary)</li><li>• <b>CLICK</b> Save</li></ul>
Add New Contact/ Updating Existing Contact	<ul style="list-style-type: none"><li>• <b>Update</b> existing contact</li><li>• <b>Add</b> new contact type.</li></ul>

## Account Management

At the completion of this Chapter, the Public User will be able to:

- Update/edit Account Information
- Add a new contact
- Modify an existing contact
- Logout of Application

From Account Management page, Public User can:

- Update/edit Account Information
- Add a contact (All users are required to complete contact information)
- Verify Account Type, Login Information, Contact Information
- Add a contact
- Logout

After login, click on Account Management link on the top. Here you can click “Edit” to update login information, “Add New” to add a contact and “Action” to edit or remove contact information.

Announcements   Logged in as: kausar   **Account Management**   Logout

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact [Energy and Environmental Affairs, MASSDEP](#)

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

**Home**

Dashboard   My Records   My Account

**Manage Your Account**  
Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**

Citizen Account

**Login Information** Edit

User Name: kausar  
E-mail: kausar.alkther@gcomsoft.com  
Password: \*\*\*\*\*  
Security Question: what is your name?

**Contact Information** Add New

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Showing 1-5 of 5 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Kausar		A.		Individual	Approved	<span>Actions</span>



## Editing Login Information

1. Go to “Account Management” -> Click on “Edit” in the Login Information Section.

The screenshot shows a web interface for account management. At the top, there is a navigation bar with a 'Home' button and three tabs: 'Dashboard', 'My Records', and 'My Account'. Below the navigation bar, the section is titled 'Manage Your Account' with a subtext: 'Your current account information is shown below. Click an Edit button to update information within a section.' The 'Account Type' is listed as 'Citizen Account'. The 'Login Information' section is highlighted, and an 'Edit' button is visible in the top right corner of this section. Below the 'Edit' button, the current login information is displayed in a table-like format:

User Name:	sneha
E-mail:	sneha9717@gmail.com
Password:	*****
Security Question:	Pet name

2. The Public User can edit their
  - Registered email address
  - Change their Password
  - Security question and it's answer

The screenshot shows the 'Login Information' form. It contains the following fields and options:

- User Name:** A text input field with the value 'varun' and a help icon (?) on the right.
- Registration E-mail Address:** A text input field with the value 'varun@gcomsoft.com'.
- Old Password:** A text input field.
- New Password:** A text input field.
- Password Strength:** A progress bar and a link to 'Requirements'.
- Confirm Password:** A text input field.
- Create a Security Question:** A text input field with the value 'Test' and a help icon (?) on the right.
- Answer:** A text input field with the value 'Test' and a help icon (?) on the right.

At the bottom of the form, there is a 'Save' button (highlighted with a red box) and a link 'Back to Account Management'.

## Adding a new Contact from Account Management

Go to “Account Management” -> Click on “Add New” in the Contact Information Section.

The screenshot shows the 'Manage Your Account' section. At the top, there are navigation buttons: 'Home', 'Dashboard', 'My Records', and 'My Account'. Below this is the 'Manage Your Account' header with a sub-header 'Account Type' and a note: 'Your current account information is shown below. Click an Edit button to update information within a section.' The 'Login Information' section displays fields for User Name (kausar), E-mail (kausar.akther@gcomsoft.com), Password (\*\*\*\*\*), and Security Question (what is your name?). The 'Contact Information' section has an 'Add New' button. Below this, there is explanatory text about the importance of current email addresses and instructions on how to associate contact information. A table shows existing contact information for 'Kausar A.' with a status of 'Approved' and an 'Actions' link.

**Home**

Dashboard My Records My Account

**Manage Your Account**  
Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**

Citizen Account

**Login Information** [Edit](#)

User Name: kausar  
E-mail: kausar.akther@gcomsoft.com  
Password: \*\*\*\*\*  
Security Question: what is your name?

**Contact Information** [Add New](#)

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

**Individual** - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Showing 1-5 of 5 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Kausar		A.		Individual	Approved	<a href="#">Actions</a> ▼

1. Select a Contact type from the dropdown which need :
  - ✓ Delegate
  - ✓ Individual

### Select Contact Type

The screenshot shows a dropdown menu for selecting a contact type. The label is '\* Type:'. The dropdown list contains three options: '--Select--', 'Delegate', and 'Individual'. Below the dropdown are two buttons: 'Continue' (highlighted with a red box) and 'Discard Changes'.

\* Type: --Select--  
Delegate  
Individual

[Continue](#) [Discard Changes](#)

**Note** – Delegate Contact Type is not applicable for MDAR Public Users. So always select Individual Contact.

2. For adding new contacts please refer to [Adding a New Contact](#) in [Account Creation](#) Section.

)

## Updating an existing Contact from Account Management

To update an existing contact, click on Actions dropdown and select Edit in the Contact Information section in the Account Management.

### Contact Information

[Add New](#)

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

**Individual** - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Showing 1-3 of 3 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Delegate User		17TMP-000882			Approved	<a href="#">Actions</a> ▼
Application Delegate User		17TMP-000897			Approved	<a href="#">Actions</a> ▼
Sneha		L		Individual	Approved	<a href="#">Actions</a> ▼

[Edit](#)  
[Remove](#)

"View Contact Detail" page will be opened and the user can update any contact information field and Click **SAVE**. This will update the contact information.

**Note** - This information will be used as Applicant Information for future when the applicant applies for any Exam Application/Pesticide License/Renewal/ Amendments.

[Home](#)

[Dashboard](#) [My Records](#) [My Account](#)

### View Contact Detail

Validate and update your contact information at this page.

#### Contact Information

Salutation: --Select▼

\* First Name: Sneha

Middle Name:

\* Last Name: L

Suffix:

P.O. Box / Address Line: 12 Island Hill Ave

Country: United States

City: Melrose

State: MA

Zip: 01928-

\* Primary Phone: 123-123-2323

Primary Extension:

Alternate Phone: 123-123-1231

Mobile Phone: 123-123-1231

Fax Number:

\* Contact E-mail Address: sneha9717@gmail.com

[Save](#) [Back to Account Management](#)

## Announcements

Communications sent from EEA will be found in the “Announcements” link on the Account Management screen. These announcements can indicate if the system is being brought down for maintenance, etc.

[Announcements](#) [Logged in as: kausar](#) [Account Management](#) [Logout](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact [Energy and Environmental Affairs, MASSDEP](#)

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Home

[Dashboard](#) [My Records](#) [My Account](#)

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

### Account Type

Citizen Account

### Login Information

User Name:

kausar

E-mail:

[kausar.alkther@gcomsoft.com](mailto:kausar.alkther@gcomsoft.com)

Password:

\*\*\*\*\*

Security Question:

what is your name?

Edit

### Contact Information

Add New

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

**Individual** - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

Showing 1-5 of 5 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Kausar		A.		Individual	Approved	<a href="#">Actions</a> ▼

Once the Announcement Link has been clicked announcements will be visible.

## Link a Record to your ePLACE Portal Account – For Existing Licensee or Permittee

Users who have an existing Pesticide Licenses or Pesticide Permits - MDAR has prepopulated in the system with all active Authorizations/Permits and Exams with passing score (applied through paper to MDAR agency before the ePLACE Portal system).

So, the users need to link the existing license to this system using “ACCOUNT LINK INFORMATION” which will be sent by MDAR to each existing pesticide licensee via mail (MDAR will use the address that is on file for their existing Authorizations/Permits).

**Note** - If you didn't receive this information please contact Agency.

If you are a new applicant, you will not receive an email with linking information as no information currently exists in the system. You can submit an Exam Application. Please refer [Applying for an MDAR Pesticide Exam](#) section for additional information.

**Steps to Link** an Authorization License/Permit or an Examination record to ePLACE account -

1. Login to the EEA ePLACE Portal.

The screenshot shows the EEA ePLACE Portal homepage. At the top, there is a navigation bar with links for State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the Mass.gov logo and the text "An Official website of the Commonwealth of Massachusetts". The main heading is "EEA ePLACE Portal". Below the heading, there are links for Announcements, Logged in as: sneha, Accessibility Support, Account Management, and Logout. A "Need Help?" section provides contact information for the ePLACE Help Desk Team. A "Contact:" section lists "Energy and Environmental Affairs, MASSDEP" and "Energy and Environmental Affairs, MDAR". A "Convenience Fee:" section states that there will be a convenience fee for all online credit card transactions. Below this is a "Home" button and a navigation bar with "Dashboard", "My Records", and "My Account" buttons. The main content area is divided into two columns. The left column contains a "Welcome sneha" message, a "What would you like to do?" section with links for "File an Online Application", "Renew a License, Permit or Certificate", and "Amend License, Permit or Certificate Information", and a "Please note:" section. The right column contains a large blue button with the text "File an Online Application".

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

### EEA ePLACE Portal

[Announcements](#) [Logged in as: sneha](#) [Accessibility Support](#) [Account Management](#) [Logout](#)

**Need Help?** For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us). For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:  
[Energy and Environmental Affairs, MASSDEP](#)  
[Energy and Environmental Affairs, MDAR](#)

**Convenience Fee:** Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

**Home**

[Dashboard](#) [My Records](#) [My Account](#)

**Welcome sneha**  
You are now logged in to the Commonwealth's eLicensing and ePlace Portal.

**What would you like to do?**

- [File an Online Application](#)
- Renew a License, Permit or Certificate (select "My Records" above)
- Amend License, Permit or Certificate Information (select "My Records" above)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

**File an Online Application**

2. After Logging in to the EEA ePLACE Portal on the home page, user will see a button on the bottom right side with “File an Online Application” on it as shown in the above figure. Click on this button to **File a new Application**.
3. User should accept the Terms and conditions in order continue to file the online APPLICATION. Please read all the Terms listed in the box. Use the scroll bar at the right end of the text area to scroll down. Click the check box below the box if you agree to all the terms and conditions and then click Continue.

Home

**File an Online Application**

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☐ I have read and accepted the above terms.

**Continue »**

4. System will then take you to the screen where you must select the EEA Agency or “Link your Account”. Click on the ► button before “Link your Account” and select “Link your online account to an existing record” and then click on the “Continue” button.

Home

File an Online Application

## eLicensing and ePermitting Online Services

### New Applicants and Consumers:

The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits. From the listing below, please select the service you would like to use and click the continue button.

### Existing Licensees or Permit Holders:

Click Home and use the "My Records" tab to renew or amend a license or permit. If your license or permit is not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

- Energy and Environmental Affairs (DEP, MDAR, DCR)
- ▼ Link Your Account
  - ☒ Link your online account to an existing record

Continue »

5. System shows the Record linking form where you need to enter Record Identification Code and the Authorization Code associated with the Record.

Home

Dashboard My Records My Account

Record Link

1 Link your existing record	2 Review	3 Record Issuance
-----------------------------	----------	-------------------

### Step 1 : Link your existing record > Record Linking Form

To associate any existing licenses, permits, or certifications to your online permitting account, enter a "Record Identification Code" and an "Authorization Code" from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM - 5:00 PM Monday-Friday.

\* indicates a required field.

### Record Linking Form

#### RECORD LINK

\* Agency:

\* Record Identification Code:

\* Authorization Code:

Continue »

Save and resume later

6. This information is sent to you by the MDAR Agency. See below  
**Note** - If you didn't receive this information please contact Agency.

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources  
251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Sneha L  
12 ISLAND HILL AVE  
MELROSE, MA 01928

ACCOUNT LINK INFORMATION

You are receiving this notification because you have an existing authorization (Permit/ License/ Certification/ Notification) that needs to be linked to your Accela account.

Authorization Type: MDAR - Pesticide - Exam Application

Record Identification Code:	17-EXAM-000018
Authorization Code:	355000179

Applicant Name: Sneha L

7. Enter these details and click on the Continue button.

[Home](#)

[Dashboard](#) [My Records](#) [My Account](#)

**Record Link**

1 Link your existing record	2 Review	3 Record Issuance
-----------------------------	----------	-------------------

**Step 1: Link your existing record > Record Authorization Form**

To associate any existing licenses, permits, or certifications to your online permitting account, enter a "Record Identification Code" and an "Authorization Code" from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM - 5:00 PM Monday - Friday.

\* indicates a required field.

**Record Authorization Form**

**RECORD LINK**

\* Agency:

\* Record Identification Code:

\* Authorization Code:

[Continue »](#) [Save and resume later](#)



8. The next step is the Review Page – Please validate the information you entered. If you need to edit the information
- Click on **Link your existing record** on the bread crumb (OR)
  - Click **Edit Button** next to the Record Authorization Form section.

The screenshot shows the 'Review' step of a three-step process. At the top, a navigation bar includes 'Home', 'Dashboard', 'My Records', and 'My Account'. Below this, a 'Record Link' breadcrumb trail shows three steps: '1 Link your existing record' (highlighted with a red box and a red '1'), '2 Review' (the current step), and '3 Record Issuance'. The main heading is 'Step 2: Review'. There are two buttons: 'Continue »' and 'Save and resume later'. A note states: 'Please review all information below. Click the "Edit" button to make changes. If there are no changes needed, please click the "Continue" button.' The 'Record Type' is 'Record Link'. The 'Record Authorization Form' section contains the following details: 'RECORD LINK', 'Agency: EEA', 'Record Identification Code: 17-EXAM-000018', and 'Authorization Code: 355000179'. An 'Edit' button (highlighted with a red box and a red '2') is located to the right of the form. At the bottom, there are 'Continue »' and 'Save and resume later' buttons.

9. System will link this record to your account and will show you a confirmation. You can see this record in your “My Records” tab.

The screenshot shows the 'Record Issuance' step of a three-step process. At the top, a navigation bar includes 'Home', 'Dashboard', 'My Records', and 'My Account'. Below this, a 'Record Link' breadcrumb trail shows three steps: '1 Link your existing record', '2 Review', and '3 Record Issuance' (the current step, highlighted with a blue underline). The main heading is 'Step 3: Record Issuance'. A green banner with a checkmark icon and the text 'Successfully Completed.' is displayed. Below the banner, a message states: 'Thank you for using our online services. Your account is successfully linked. Please go to "My Records" page to view the Record Information you linked to your account. 17CAP-00010257.'

10. When we go to My Records tab – the Records we linked will appear.

▼ MDAR

Showing 1-9 of 9 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	07/19/2017	17-EXAM-000017	MDAR - Massachusetts Pesticide Exam Application	Applicator (Core) License		License Application Submitted	
<input type="checkbox"/>	07/19/2017	17-EXAM-000018	MDAR - Massachusetts Pesticide Exam Application	Applicator (Core) License		Passed	
MDAR -							

## Applying for an MDAR Pesticide EXAM

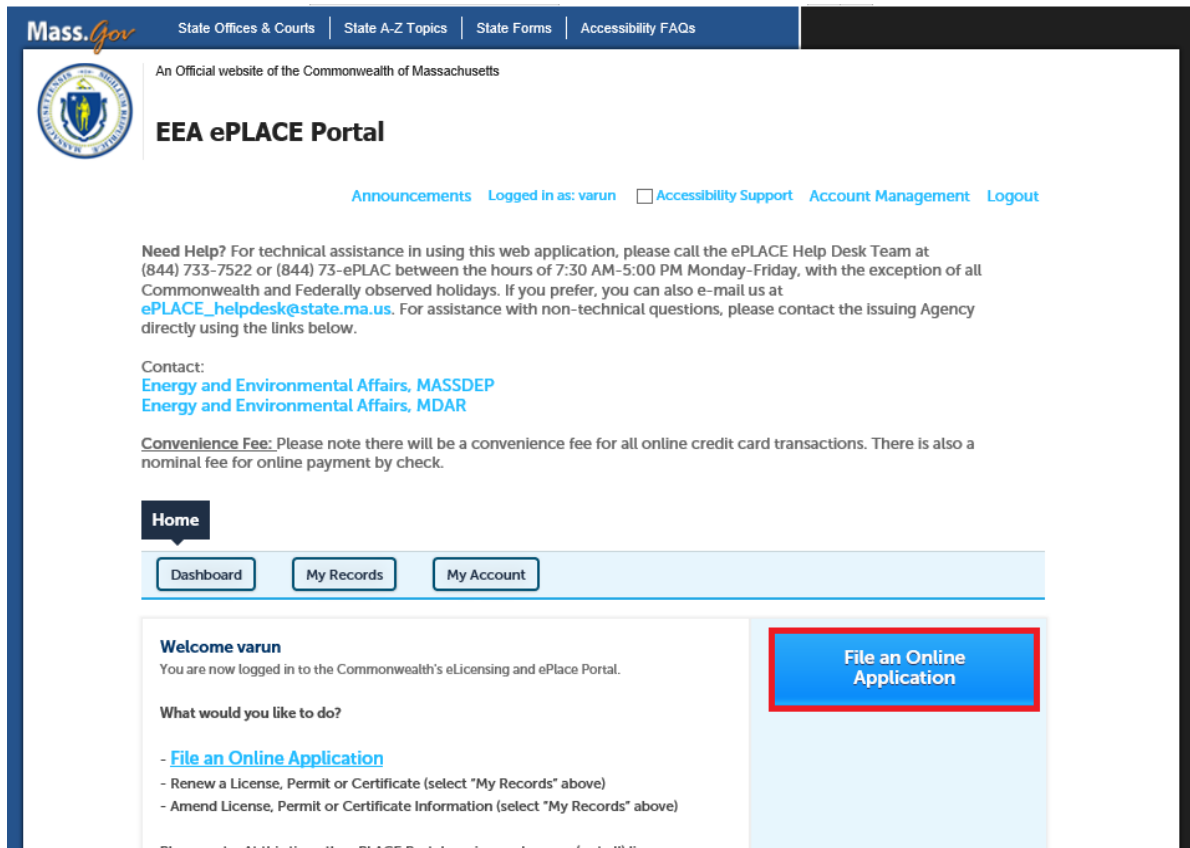
Public user will apply and schedule for a MDAR Exam Application	
Application Screen	Tasks
File an Online Application	<ul style="list-style-type: none"><li>• Accept Terms &amp; Conditions</li><li>• Select Agency</li><li>• Select Record type</li><li>• Fill Application Specific Information</li><li>• Upload Documents</li><li>• Submit Exam</li><li>• Searching for the record</li><li>• Scheduling the Exam</li><li>• Make Payment of the Exam Fee</li></ul>

The state pesticide law requires that all persons who apply pesticides in public and private places used for human occupation and habitation with the exception of residential properties with three or less dwelling units must be in possession of a valid license or certification issued by the Massachusetts Department of Agricultural Resources.

To receive the license to apply pesticides, you must take the exam offered by MDAR. In the ePLACE Portal, you can submit your exam application, schedule your exam, and pay for the exam online. You will receive an email notification with reference numbers to check the upcoming exam roster. If you choose to pay by mail, you will not be added to the exam roster until payment for the exam has been received. For more information or for any questions, please see MDAR's website at: [www.mass.gov/eea/agencies/agr/pesticides/](http://www.mass.gov/eea/agencies/agr/pesticides/)

# Applying for MDAR Pesticide EXAM

1. Login to the EEA ePLACE Portal.



2. After Logging in to the EEA ePLACE Portal on the home page, user will see a button on the bottom right side with “File an Online Application” on it as shown in the above figure. Click on this button to File a new Application.
3. User should accept the Terms and conditions in order continue to file the online APPLICATION. Please read all the Terms listed in the box. Use the scroll bar at the right end of the text area to scroll down. Click the check box below the box if you agree to all the terms and conditions and then click Continue.

Home

[File an Online Application](#)

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☐ I have read and accepted the above terms.

[Continue »](#)

- The system will then take you to a screen where you must select the Agency. Select "Apply for MDAR Authorization" and click on the "Continue" button.

## eLicensing and ePermitting Online Services

### New Applicants and Consumers:

The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits. From the listing below, please select the service you would like to use and click the continue button.

### Existing Licensees or Permit Holders:

Click Home and use the "My Records" tab to renew or amend a license or permit. If your license or permit is not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

 [Search](#)

- ▼ **Energy and Environmental Affairs (DEP)**
  - ☐ Apply for a DEP Authorization
  - ☒ Apply for a MDAR Authorization
  - ☐ Apply for a DCR Authorization
- ▶ **Link Your Account**

[Continue »](#)

- Select the MDAR – Massachusetts Pesticide Exam Application and click on the "Continue Application" button

Home

MDAR Applications

#### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

#### ▼ Pesticide Program Options

- ☒ MDAR - Massachusetts Pesticide Exam Application
- ☐ MDAR - Massachusetts Pesticide License Application

[Continue Application »](#)

- The next screen will be the first page of Application information. You need to provide a Social Security Number and Date of Birth.
- Read the attestation regarding the Personal information you provided in the above section and select the checkbox.

Home

MDAR Applications

#### MDAR - Massachusetts Pesticide Exam Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Submitted
---------------------------	-------------	------------------------------	----------	--------------------

#### Step 1: Application Information > Page 1 of 1

\* indicates a required field.

#### Personal Information

Pursuant to the requirements set forth in M.G.L. c. 132B and the regulations promulgated thereunder at 333 CMR 2.00 through 14.00 et seq., you are required to provide the Department with all requested information. This includes the entry of your social security number and date of birth, which information cannot be modified after you submit the application through the EIPAS System. Failure to provide this information or to falsify this information will result in the denial of the requested license, permit, and/or certificate and may result in further legal action.

\* Social Security Number:

\* Date of Birth:

\* Attestation:

I hereby acknowledge that the information provided includes personal information, including but not limited to, my social security number and date of birth, and that sharing of any account login information may result in another individual having access to such information. I hereby release and indemnify the Massachusetts Department of Agricultural Resources and the Commonwealth of Massachusetts from any legal responsibility, liability, cause of action, claims, or damages caused by any individual as a result of my sharing or giving access, whether knowingly or due to negligence, to this account login information with any other individual or entity.

\* I have read and agree with the above attestation:

☐

\* Date:

8. If the user selects the Exam type as **Applicator (Core) License or Dealer License or Catch Basin Permit** then mention Yes/No for History information and then click “Continue Application”.

Select Exam Type:

\* Government Employee?:  
Yes

\* Exam Type:  
Applicator (Core) License

History Information

\* Have you been found in violation of any statute or regulation pertaining to the use, distribution, or application of pesticides in Massachusetts or any other state in the past(5) years?:

☐ Yes ☐ No

Continue Application »

Save and resume later

**Note:** By using the “Save and Resume Later” button, the applicant can save the application to be completed later.

9. If user selects the **Exam type as Commercial**, then he/she had an existing Massachusetts Pesticide License Number and is supposed to upload their resume on the next page.
- If the user applies for the Commercial Exam for the first time then please enter Applicator Core License Number which starts with AL-XXXXXX
  - If the user already own a Commercial License with a category (number starting with CC-XXXXXX) and intends to apply for a Commercial Exam for different category then please enter Commercial License Number which starts with CC-XXXXXX

**Note** – If the Massachusetts Pesticide License Number is not linked to your ePLACE Portal then you cannot submit a Commercial Exam Application online Please see [Link a Record to your ePLACE Portal Account](#) section how to link your License Authorization Record.

\*If you never received your License Authorization Record Linking Information please contact agency.

Select Exam Type:

\* Government Employee?:

Yes

\* Exam Type:

Commercial Certification

Category: \*

--Select--

Massachusetts Pesticide License Number: \*

10. If user selects the **Exam type as Private Certification** -

- a. If he/she applies for the Private Certification Exam for the first time then please mention “NO” to the question “Do you have a current Private Certification Credential?”

Select Exam Type:

\* Government Employee?:

Yes

\* Exam Type:

Private Certification

Category: \*

Cranberries (30)

Do you have a current Private Certification Credential?: \*

☐ Yes ☒ No

- b. If the user already own a Private Certification License with any category (number starting with PC-XXXXXX) and intends to apply for a Private Certification Exam for different category then
- (i) Please mention “YES” to the question “Do you have a current Private Certification Credential?”
- (ii) Enter existing Private Certification License Number which starts with PC-XXXXXX in the field “Massachusetts Pesticide License Number”

Select Exam Type:

\* Government Employee?:

Yes

\* Exam Type:

Private Certification

Category: \*

Cranberries (30)

Do you have a current Private Certification Credential?: \*

☒ Yes ☐ No

Massachusetts Pesticide License Number: \*

PC-0000047



**Note** – If the user has an existing Private Certification License (i.e Massachusetts Pesticide License Number) is not linked to your ePLACE Portal; Please see [Link a Record to your ePLACE Portal Account](#) section how to link your License Authorization Record.

\*If you never received your License Authorization Record Linking Information please contact agency.

11. After completing the above page, the system will then take you to the next section where you need to upload any/all the required documents. You will see a list of documents that are required. If they are no required documents then this page will be skipped.

**MDAR - Massachusetts Pesticide Exam Application**

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Submitted
---------------------------	-------------	------------------------------	----------	--------------------

**Step 2: Documents > Page 1**

\* indicates a required field.

List Of Documents

---

Documents:

Please upload 1 Required Document(s):

1. Resume Form

**Attach Documents**

---

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

12. To upload the documents, click on the Add button. This opens a pop up window as shown below.

**File Upload** x

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

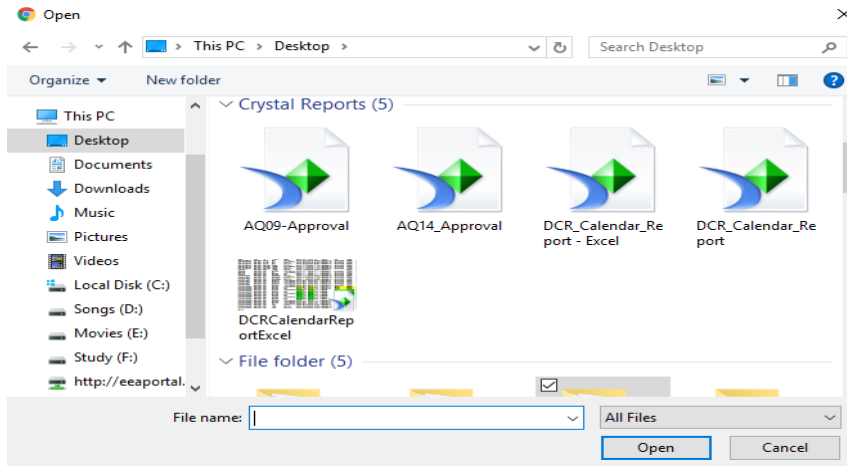
Continue

Add

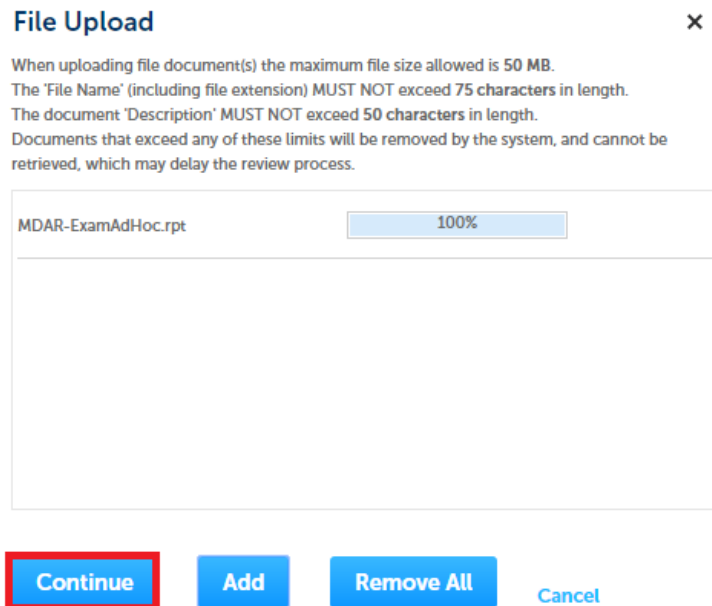
Remove All

Cancel

13. Click on the Add button select the files which you would like to upload, then click Open.  
Note, each file should be 50mb or less.



14. System will show the documents that are selected in the previous pop up window.  
Verify the files you uploaded and click Continue.



15. The documents will then be uploaded to the system. You will need to select the Document Type from the drop-down menu and provide a short description (less than 50 characters) for each document that is uploaded and then click on the SAVE button.

The screenshot shows a document upload interface with two entries. Each entry has a 'Type' dropdown menu (currently set to '--Select--'), a 'File' field (showing 'AQ14\_Approval.rpt' and '100%'), and a 'Description (Maximum 50 characters)' text area (containing 'A maximum of 50 characters.'). A 'Remove' link is visible to the right of each entry. At the bottom, there are four buttons: 'Save' (highlighted with a red box), 'Add', 'Remove All', and 'Continue Application >'. A 'Save and resume later' button is also present on the right.

16. All the documents will be saved and a confirmation message will be shown. Please note that it may take a few minutes for documents to upload. Please do not proceed until you see you “The attachment(s) has/have been successfully uploaded” message on the screen. Once that message is shown, please click on the “Continue Application” button.
17. The next page gives you an option to add Employer/Supervisor info. You will also have the chance to view the applicant information and make any necessary changes.

### Step 3: Applicant and Contributors > Page 1

\* indicates a required field.

#### Employer / Supervisor Info

Please enter your employer information by clicking the “Add New” button below. If you own/operate your own business, please enter your business contact information.

**Add New**

Showing 0-0 of 0

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
No records found.					

#### Applicant Information

To View your contact, click the View link.

##### Applicant Information:

Kausar A.  
1 Winter St.  
Boston, MA, 02108  
Telephone #: 111-111-1111 Email: kausar.akther@gmail.com

[View](#)

**Continue Application >**

Save and resume later

18. Click on Add New button to add the Employer/Supervisor Info. Select the contact type from the pop window as shown below and click continue.

### Select Contact Type

\*Type:   
Employer Information  
Supervisor Information

[Continue](#) [Discard Changes](#)

19. We have selected the contact type as Employer information. Another window will pop up and allow you to enter the Employer Information. Once you enter all the information, click “Continue”.

**Contact Information**

\* Company Name or Employer Name:

\* Telephone Number:  E-mail:  Fax:

\* Address / P.O. Box

\* City/Town:  \* State:  \* Zip Code:

[Continue](#) [Clear](#) [Discard Changes](#)

20. You can add Supervisor Information in the similar way. Just select the contact type as “Supervisor information” and provide the supervisor details on the next page and click continue.

**Note** – If you apply for a **Catch Basin Permit** – then you have to add Supervisor Information Contact type.

21. Once you add the Employer/Supervisor Information – to verify or to Edit the contact click on the Edit button.

## Employer / Supervisor Info

Please enter your employer information by clicking the "Add New" button below. If you own/operate your own business, please enter your business contact information.

[Add New](#)

✓ **Contact added successfully.**

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
<a href="#">Employer Information</a>		GCOMSOFT	123-123-1233	gcom@gcomsoft.com	<a href="#">Edit</a> <a href="#">Delete</a>

22. You can verify the Applicant information. This information is automatically downloaded from the contact information you provided when you registered on the ePLACE Portal. Click **View** to verify the information shown. If you want to change it select "Save and resume later" button and go to [Account Management to modify your information](#).

### Applicant Information

To View your contact, click the View link.

#### Applicant Information:

Lathika K  
1000 Washington St  
Boston, MA, 02118  
Telephone #: 123-123-1234 Email: lathika@gmail.com

[View](#)

[Continue Application »](#)

[Save and resume later](#)

23. You are almost done with the exam application. The system will now show you a summary of all the information entered on the application. Verify all the information you entered. If you need to change any information, click on the edit button at the top of the page.

## MDAR - Massachusetts Pesticide Exam Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Submitted
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### Step 4: Review

[Continue Application »](#)[Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

## Review and Certification

[Edit Application](#)

### Personal Information

Social Security Number: 123456789  
Date of Birth: 01/01/1975  
Attestation: Yes  
Date: 07/19/2017

### Select Exam Type:

Government Employee?: Yes  
Exam Type: Commercial Certification  
Category: Mosquito and Biting Fly Control (47)

Massachusetts Pesticide License Number: AL-0000039

### History Information

Have you been found in violation of any statute or regulation pertaining to the use, distribution, or application of pesticides in Massachusetts or any other state in the past(5) years?: No

### List Of Documents

Documents: Please upload 1 Required Document(s) which are mandatory to submit this Application:1. Resume Form

### Attach Documents

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
MDAR-ExamAdHoc.rpt	Resume Form	87.50 KB	07/19/2017	<a href="#">Actions ▼</a>

### Employer / Supervisor Info

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Supervisor Information	11	1	111-111-1111		<a href="#">Edit</a>

## Applicant Information

Individual  
Varun Kumar Gudipudi Gudipudi  
49 Burbank Street  
Boston, MA, 02115

Telephone Number: 111-111-1111  
E-mail: varun@gcomsoft.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ I have read and agree with the above attestation.

Date:


[Continue Application »](#)

[Save and resume later](#)

24. Check the “I Agree I am the applicant” check box and click on Continue application to continue the application. System will submit the application and provide a record number.

MDAR Applications

MDAR - Massachusetts Pesticide Exam Application

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 17-EXAM-000667.

## Conditions

Showing 1-2 of 2

### Schedule An Exam - 1 Examination Not Scheduled

[Click HERE to schedule your Exam](#)

Under the Education Menu select Examination and then select Schedule from the Actions Menu.

Severity: *Notice*

Examination Not Scheduled | 07/19/2017

Documents - 1 Uploaded

Required Documents

Resume Form

Severity: *Required Documents*

Uploaded | 07/19/2017

25. Once the exam application is submitted, you can schedule an exam online. This is shown in the next chapter.

## Scheduling an Examination

There are two ways to schedule an Exam. One way is after the submission of the Exam application system will show a condition with a link to schedule exam on the confirmation page itself.

### ❖ Scheduling an Exam from submission page

#### MDAR - Massachusetts Pesticide Exam Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Issuance
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#### Step 5: Record Issuance



Successfully Completed.

Thank you for using our online services.

Your Record Number is 17-EXAM-000386.

#### Conditions

Showing 1-1 of 1

#### Schedule An Exam - 1 Examination Not Scheduled

[Click HERE to schedule your Exam](#)

Under the Education Menu select Examination and then select Schedule from the Actions Menu.

Severity: *Notice*

Examination Not Scheduled | 05/26/2017

You will need this number to check the status of your application.

1. Click on the schedule Exam link. System will directly take you to the application details page. Follow the step 6 of the next section to continue scheduling the exam.

### ❖ Scheduling an Exam from My Records

1. On the Home page click on the My Records button. System will take you to the My Records page shown below.
2. Go to MDAR - the list of records submitted for MDAR. Click on the Record ID of the Exam Application that you have submitted to schedule for the exam.



Home

MDAR Applications

## Records

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record ID	Record Type	Exam/License Category	Expiration Date	Status	Action
<input type="checkbox"/>	04/27/2017	<a href="#">17-EXAM-000297</a>	MDAR - Massachusetts Pesticide Exam Application	Commercial Certification - Agriculture (33)		Exam Not Scheduled	
<input type="checkbox"/>	04/25/2017	<a href="#">17-EXAM-000276</a>	MDAR - Massachusetts Pesticide Exam Application	Applicator (Core) License		Passed	

- Click on the Application number that has just been submitted. The system will show details of the application after clicking the link

Home

MDAR Applications

Record 17-EXAM-000667:

[Add to collection](#)

Record Status: Exam Not Scheduled

Record Info ▼

Payments ▼

Education ▼

To schedule an examination, click on the Education Menu and click on Examination. Then click on the Action menu and select Schedule.

## Record Details

Project Description:

Commercial Certification - Mosquito and Biting Fly Control (47)

► More Details

- Click on “More Details” to view the details of the application submitted.
- To schedule an Exam, click on the “Education” link on the top. Once the link is clicked, the system will show an additional link called “Examination”; click on it to show the screen below:

Record Info ▼
Payments ▼
Education ▼

### Examination

**Pending (1)**

Click on Actions to Schedule Examination. Additional Info Help text can be added here, for bulletin click here.

Private Certification Exam  
Date and Time: Undefined  
Location: Undefined  
Provider: Undefined

**Actions ▼**  
View Details  
Schedule

**Ready to Schedule**

There are no examinations ready to schedule for this record.

**Scheduled**

There are no scheduled examinations for this record.

**Completed**

There are no completed examinations for this record.

- Click on the “Actions” link, for the system to show the option of Scheduling as shown below. Then click on the “Schedule” link. System will show a pop up window displaying all available schedules.
- Select the appropriate schedule and click on the “Continue” button. The “Continue” button will be greyed out until a selection is made.

Schedule an Examination
X

Showing 1-10 of 20

	Provider	Fee	Date	Weekday	Start Time	End Time	Examination Site
<input type="radio"/>	MDAR	\$125.00	10/14/2016	Friday	02:00 AM	03:00 AM	1 winter place Boston M States
<input type="radio"/>	MDAR	\$125.00	10/15/2016	Saturday	02:00 AM	03:00 AM	1 winter place Boston M States
<input type="radio"/>	MDAR	\$125.00	10/16/2016	Sunday	02:00 AM	03:00 AM	1 winter place Boston M States
<input type="radio"/>	MDAR	\$125.00	10/17/2016	Monday	02:00 AM	03:00 AM	1 winter place Boston M States
<input checked="" type="radio"/>	MDAR	\$125.00	10/18/2016	Tuesday	02:00 AM	03:00 AM	1 winter place Boston M States
<input type="radio"/>	MDAR	\$125.00	10/19/2016	Wednesday	02:00 AM	03:00 AM	1 winter place Boston M States
<input type="radio"/>	MDAR	\$125.00	10/20/2016	Thursday	02:00 AM	03:00 AM	1 winter place Boston M States
<input type="radio"/>	MDAR	\$125.00	10/21/2016	Friday	02:00 AM	03:00 AM	1 winter place Boston M States
<input type="radio"/>	MDAR	\$125.00	10/22/2016	Saturday	02:00 AM	03:00 AM	1 winter place Boston M States
<input type="radio"/>	MDAR	\$125.00	10/23/2016	Sunday	02:00 AM	03:00 AM	1 winter place Boston M States

< Prev
1
2
Next >

Continue
Back
Cancel

8. Click Continue application to continue the payment page. This page shows the Permit application fee and the payment options. You can either pay online or you can pay by mail.

### Schedule an Examination x

Confirm your selection and fill in the required information, if any.

**Examination:** Commercial Certification Exam  
**Provider:** MDAR  
**Time:** 07/19/2017 Wednesday 06:00 PM ~ 08:00 PM  
**Supported Languages:** English  
**Location:** Upper Cape Regional Technical School 220 Sandwich Road Bourne MA 02532 United States  
**Available Seats:** 200  
**Accessibility:** Yes

Fees	Amount
Commercial Certification	\$125.00
<hr/>	
<b>\$125.00</b>	

**Instructions:**

Passing score should be 94 or higher.

**Accessibility:**

In the event that you need to request a reasonable accommodation due to disability, please contact Steven Antunes-Kenyon, Pesticide Operations Coordinator, at [steve.kenyon@state.ma.us](mailto:steve.kenyon@state.ma.us) or 617-626-1784 for additional information. Please be advised that you will be required to submit documentation to obtain a reasonable accommodation, which shall be determined by the Massachusetts Department of Agricultural Resources in accordance with M.G.L. c. 151B, the Americans With Disabilities Act, and any other applicable state or federal law.

**Driving Directions:**

Please use Google Maps (<https://www.google.com/maps>) for detailed directions.

[Pay Online >>](#)

[Pay by Mail >>](#)

[Back](#) [Cancel](#)

9. Select the appropriate option. If you select pay by mail, your application will be submitted and you will be shown the confirmation as shown below. Note that if you select Pay by Mail, your application processing will not be started until the Payment received.

Home

MDAR Applications

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Amount
Commercial Certification	1 \$125.00

**TOTAL FEES**

Note: This does not include additional inspection fees which may be assessed later.

**\$125.00**

[Continue »](#)

10. If you select Pay Online, you will be redirected to the Commonwealth's online Payment Page as shown below.

# Massachusetts Department of Agricultural Resources

Phone 617-626-1720 | Fax 617-626-1850  
Hours: M-F 8:45am-5pm

251 Causeway Street, Suite 500, Boston, Massachusetts 02114  
[MDAR Website](#)

## Payment

You have elected to pay for the following item(s).

Description	Reference ID	Amount
MDAR/Pesticide/Pesticide Credential/Renewal	17TMP-005829	\$300.00
		<b>\$300.00</b>

**Total Convenience Fee Due: \$7.05**  
**Total Amount Due: \$307.05**

### Billing Information

Enter Company AND/OR First and Last Name below.

Company Name

Enter Company Name

First Name

Enter First Name

Last Name

Enter Last Name

Street

Enter Street

City

Enter City

State/Territory

Select State

Zip

Enter Zip

Phone Number

( ) - -

Email

Enter Email Address

Confirm Email

Enter Email Address

### Payment Information

To pay by electronic check, click the ACH tab.

Credit/Debit Card

ACH

Card Type

Select Card Type

Card Number

Enter Card Number

CVV Code

Enter CVV Code

Expiration

01

2017

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.

☐ I Accept

### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

Please click the back button to return to your application

Back

Submit Payment

## PAYING ONLINE

11. You can either pay by Credit/Debit Card or ACH (online check). The default option is Credit/Debit Card. You can change it to ACH by clicking on the ACH tab under payment

information as shown in below figure. There will be a service charge of 2.35% when you pay online by Credit/Debit card or a 0.35¢ charge if you pay by ACH.

12. Once you enter all the details, you need to read all the Commonwealth of Massachusetts and NCourt (the online payment provider) Terms and conditions and click on the “I Agree” check box and then click on the submit Payment.
13. You will receive a payment receipt from NCourt to the email address provided while making the payment.
14. You will also receive an application submission confirmation email from the Commonwealth of Massachusetts with a copy of your application submittal. This email will be sent to the email address provided in the applicant information of the application.
15. Below is the Online Payment page when you click on the ACH tab. The service fee will be 0.35¢.

# Massachusetts Department of Agricultural Resources

Phone 617-626-1720 | Fax 617-626-1850  
Hours: M-F 8:45am-5pm

251 Causeway Street, Suite 500, Boston, Massachusetts 02114  
[MDAR Website](#)

## Payment

You have elected to pay for the following item(s).

Description	Reference ID	Amount
MDAR/Pesticide/Pesticide Credential/Renewal	17TMP-005829	\$300.00
		<b>\$300.00</b>

Total Convenience Fee Due: **\$0.35**  
Total Amount Due: **\$300.35**

### Billing Information

Enter Company AND/OR First and Last Name below.

Company Name

Enter Company Name

First Name

Enter First Name

Last Name

Enter Last Name

Street

Enter Street

City

Enter City

State/Territory

Select State

Zip

Enter Zip

Phone Number

( ) -

Email

Enter Email Address

Confirm Email

Enter Email Address

### Payment Information

To pay by credit or debit, click the Credit/Debit tab.

Credit/Debit Card **ACH**

To pay with electronic check, provide information below:  
Account Type

Select One...

Routing Number

Enter Routing Number

Verify Routing Number

Verify Routing Number

Account Number

Enter Account Number

Verify Account Number

Verify Account Number

Check to accept both the Commonwealth of Massachusetts  
and nCourt Terms Agreements.

☐ I Accept

### Commonwealth of Massachusetts Terms Agreement

#### 1. Personal Account Language

I hereby authorize NCOURT\*Commonwealth of Massachusetts License to electronically deduct from my bank account this one-time payment as indicated above. I further authorize my bank or financial institution to deduct this one-time payment from my bank account.

NCOURT\*Commonwealth of Massachusetts License will acknowledge this transaction as pending until funds are secured from this bank account. In the case of insufficient funds in your account, or insufficient or inaccurate information provided by you when you authorize your electronic payment, further collection action may be undertaken by NCOURT\*Commonwealth of Massachusetts License, including application of returned check fees to the extent permitted by law.

#### 2. Business Account Language

I hereby authorize NCOURT\*Commonwealth of Massachusetts License to initiate a one-time debit entry to this account. I have signature

- Once you make the payment you will be redirected back to the ePLACE portal with confirmation that your application was successfully submitted. The system will show you the confirmation below.

Home

MDAR Applications

Receipt



Application Successfully Submitted.



**Notice:**

Your examination scheduling results are as follows:

17-EXAM-000667: Commercial Certification Exam successfully scheduled.

EEA

17-EXAM-000667

MDAR - Massachusetts Pesticide  
Exam Application

You have now successfully submitted all the information needed for the exam part of the licensing application.

## Applying for the MDAR Pesticide License

Public user will apply and schedule for a MDAR Exam Application	
Application Screen	Tasks
File an Online Application	<ul style="list-style-type: none"><li>• Accept Terms &amp; Conditions</li><li>• Select Agency</li><li>• Select Record type</li><li>• Fill Application Specific Information</li><li>• Upload Documents</li><li>• Make Payment</li><li>• Submit the Application</li></ul>



## Submitting a License Application

After scheduling and paying for the exam in full, the user must attend the exam and obtain a passing score. Once the scores are updated in the ePLACE Portal the user can apply for the license.

If the applicant submitted their Exam Application to the MDAR Agency on paper prior to the ePLACE system; had a passing score for that exam and looking to submit a Pesticide License Application - In order to apply for your Pesticide License Application then your Exam record has to be linked to your ePLACE Portal Account. If it is not linked then you cannot submit License Application online. Please see [Link a Record to your ePLACE Portal Account](#) section how to link your Exam Record.

\*If you never received your Exam Record Linking Authorization please contact agency.

**NOTE:** For Catch Basin Permit, applicant does not need to submit a separate license application for getting the permit. They will get permit directly after passing the exam.

All other applicants must apply to get their license after successfully passing the exam. Applicants must provide the exam reference number received when submitting the exam application. The system will produce an error if the user does not provide the Exam application number, has not does not pay for the exam, or does not Pass the exam.

1. To apply for a license: Login to the EEA ePLACE Portal.

The screenshot shows the EEA ePLACE Portal interface. At the top is the Mass.gov header with navigation links: State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the official website banner for the Commonwealth of Massachusetts. The main heading is 'EEA ePLACE Portal'. A user status bar indicates 'Logged in as: varun' with links for Announcements, Accessibility Support, Account Management, and Logout. A help section provides contact information for the ePLACE Help Desk Team, including phone numbers (844) 733-7522 or (844) 73-ePLAC, and an email address ePLACE\_helpdesk@state.ma.us. A 'Convenience Fee' notice states that there will be a fee for all online credit card transactions and a nominal fee for online payment by check. A navigation bar includes a 'Home' button and three main menu items: Dashboard, My Records, and My Account. The main content area welcomes the user 'varun' and lists options: 'File an Online Application' (highlighted with a red box), 'Renew a License, Permit or Certificate', and 'Amend License, Permit or Certificate Information'. A large blue button labeled 'File an Online Application' is also visible on the right side of the page.

2. After Logging in to the EEA ePLACE Portal on the home page, user will see a button on the bottom right side with “File an Online Application” on it as shown in the above figure. Click on this button to File a new Application.
3. User should accept the Terms and conditions in order continue to file the online APPLICATION. Please read all the Terms listed in the box. Use the scroll bar at the right end of the text area to scroll down. Click the check box below the box if you agree to all the terms and conditions and then click Continue.

Home

**File an Online Application**

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☐ I have read and accepted the above terms.

**Continue »**

4. The system will then take you to a screen where you must select the Agency. Select “Apply for MDAR Authorization” and click on the “Continue” button.

## eLicensing and ePermitting Online Services

### New Applicants and Consumers:

The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits. From the listing below, please select the service you would like to use and click the continue button.

### Existing Licensees or Permit Holders:

Click Home and use the "My Records" tab to renew or amend a license or permit. If your license or permit is not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

**Search**

▼ **Energy and Environmental Affairs (DEP)**

- ☐ Apply for a DEP Authorization
- ☒ Apply for a MDAR Authorization
- ☐ Apply for a DCR Authorization

▶ **Link Your Account**

**Continue »**

5. Select the MDAR – Massachusetts Pesticide License Application and click on the “Continue Application” button.

Home

MDAR Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

▼ Pesticide Program Options

☐ MDAR - Massachusetts Pesticide Exam Application

☒ MDAR - Massachusetts Pesticide License Application

Continue Application »

6. Enter the Exam record ID in the field given for Exam Reference number. Note that the exam number which you give must belong to you and; you must have paid for and passed the examination required for Pesticide License. Click on “Continue Application”.

**Note** - If the Exam Record is not linked to your ePLACE Portal Account then you won't be able to continue to apply for your Pesticide License Application. Please see [Link a Record to your ePLACE Portal Account](#) section how to link your Exam Record.

\*If you never received your Exam Record Linking Authorization please contact agency.

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Application

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Step 1: Application Information > Page 1 of 3

To apply for a license, enter your Exam Reference Number in the box below.  
You can find your Exam Reference Number in the confirmation email you received along with your passing score (OR)  
Please Click Home --> My Records, and copy the Exam Record ID that corresponds to your Exam/License category and start a new Pesticide License application.

\* indicates a required field.

Exam Information

Please enter the Exam Record Number or Exam Reference I.D. Number in the box below. Please make sure to remove any extra spaces.

\* Exam Reference Number:

Continue Application »

Save and resume later

7. At any time, the applicant can save the application and complete the remaining application later (Save and resume later).

8. The License Type and License Category that appears on the screen will be prepopulated from the Exam application. Verify the information and click “Continue application”.

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Application

1 Application Information

2 Documents

3 Applicant and Contributors

4 Review

5 Record Submitted

Step 1: Application Information > Page 2 of 3

\* indicates a required field.

License Type

\* License Type:

Private Certification

License Category: \*

Greenhouse (26)

Continue Application »

Save and resume later

9. The system will take you to the next page - Additional information section. The information on this page will be copied from the Exam application; User can update the Government Employee question in this section.

MDAR - Massachusetts Pesticide License Application

1 Application Information

2 Documents

3 Applicant and Contributors

4 Review

5 Record Submitted

Step 1: Application Information > Page 3 of 3

If you are making pesticide applications in your capacity as a government employee, please upload your Government Employee Letter.

If you are making pesticide applications outside of your role as a government employee, please upload your Proof of Insurance.

\* indicates a required field.

Additional Information

Massachusetts Pesticide License Number:

\* Are you making pesticide applications in your capacity as a government employee?:  
☒ Yes ☐ No

Continue Application »

Save and resume later

10. If the user applies for an **Applicator (Core) License or Commercial Certification** then after completing the above page, the system will then take you to the next page where you need to upload all the required documents. You will see a list of documents that needs to be uploaded depending on the question – “Are you making pesticide applications in your capacity as a government employee?”

(a) If the question government employee is answered **YES** then “Government Employee Letter” will be a required document which needs to be uploaded to continue the application.

(b) If the question government employee is answered **NO** then “Proof of Insurance” will be a required document which needs to be uploaded to continue the application.

11. If the user applies for a Private Certification or Dealer License then they will be no required documents. Documents page will be skipped.

## ❖ Uploading Documents in ePLACE Portal

12. Click “ADD” and Upload Document, click “Continue Application”.

### Step 2: Documents > Page 1

\* indicates a required field.

#### List of Documents

Documents:

Please upload Required Document(s) which are mandatory to submit this Application:

1. Government Employee Letter

\*Attestation:

I hereby acknowledge and understand that my application shall not be considered complete unless and until an attestation by an insurance broker certifying that insurance policy coverage in force and issued on my behalf meets or exceeds the standards set forth in 333 CMR 10.13, unless otherwise exempt or waived in accordance with M.G.L. c. 132B and 333 CMR 10.00 et seq.

\*I have read and agree with the above attestation:

☐

Date: \*

#### Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

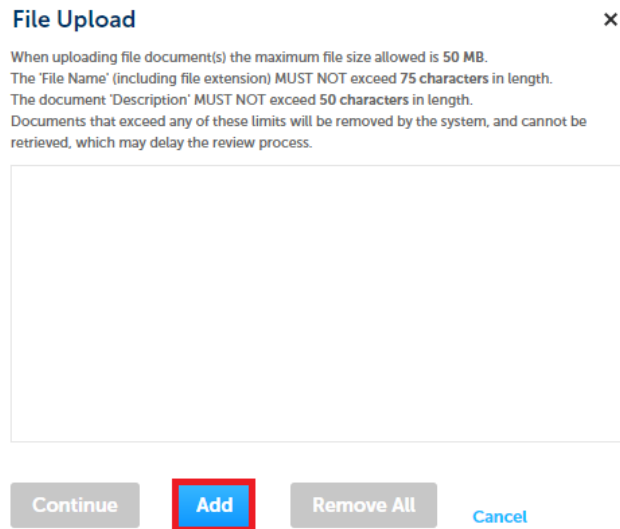
Name	Type	Size	Latest Update	Action
No records found.				

Add

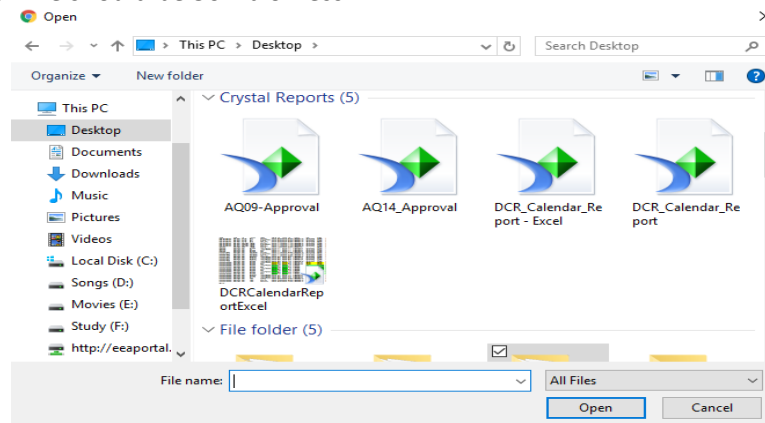
Continue Application »

Save and resume later

13. To upload the documents, click on the Add button. This opens a pop up window as shown below.



14. Click on the Add button select the files which you would like to upload, then click Open. Note, each file should be 50mb or less.



15. System will show the documents that are selected in the previous pop up window. Verify the files you uploaded and click Continue.

**File Upload** ×

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

AQ09-Approval.rpt	100%
-------------------	------

**Continue** **Add** **Remove All** [Cancel](#)

16. The documents will then be uploaded to the system. You will need to select the Document Type from the drop-down menu and provide a short description (less than 50 characters) for each document that is uploaded and then click on the SAVE button.

**Attachment**

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

**\* Type:**  
Government Employee Letter [Remove](#)

File:  
AQ09-Approval.rpt  
100%

**\* Description (Maximum 50 characters):**  
Testing

**Save** **Add** **Remove All**

**Continue Application »** **Save and resume later**

17. All the documents will be saved and a confirmation message will be shown. Please note that it may take a few minutes for documents to upload. Please do not proceed until you see you "The attachment(s) has/have been successfully uploaded" message on the screen. Once that message is shown, please click on the Continue button.

18. The system will show you the next page with an option to add Employer Information contact.

MDAR - Massachusetts Pesticide License Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Submitted
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Step 3: Applicant and Contributors > Page 1

\*Indicates a required field.

Employer Information

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Add New](#) [Look Up](#)

Showing 0-0 of 0

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
No records found.					

Applicant Information

To View your contact, click the View link.

**Applicant Information:**

Kausar A.  
1 Winter ST.  
Boston, MA, 02108  
Telephone #: 111-111-1111 Email: kausar.akther@gmail.com

[View](#)

[Continue Application »](#)

[Save and resume later](#)

19. Click on Add New button to add the Employer Information, a pop window will open. Enter the Employer Information as shown below and click continue button. This will add the employer contact.

**Note** – The Employer Information will be auto populated, if it is already added in Exam record.

Contact Information

\*Company Name or Employer Name:

\*Telephone Number:

E-mail:

Fax:

\*Address / P.O. Box

\*City/Town:

\*State:

--Select--

\*Zip Code:

[Continue](#) [Clear](#) [Discard Changes](#)



20. You can verify the Applicant information. This information is automatically downloaded from the contact information you provided when you registered on the ePLACE Portal. Click **View** to verify the information shown. If you want to change it select "Save and resume later" button and go to [Account Management to modify your information](#).

**Applicant Information**

---

To View your contact, click the View link.

**Applicant Information:**  
Lathika K  
1000 Washington St  
Boston, MA, 02118  
Telephone #: 123-123-1234 Email: lathika@gmail.com

**View**

**Continue Application »**

**Save and resume later**

21. You are almost done with the application. The system will now show you a review page which is a summary of all the information you entered on the application. Verify all the information you entered. If you need to change any information, click on the edit button on top of the page.

**MDAR - Massachusetts Pesticide License Application**

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Record Submitted
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**Step 4: Review**

**Continue Application »**

**Save and resume later**

Please review all information below. Click the "Edit Application" button to make changes, if needed.

**Review and Certification**

---

**Edit Application**

**Exam Information**

---

Exam Reference Number: 17-EXAM-000297

**License Type**

---

License Type: Commercial Certification  
License Category: Agriculture (33)

**Additional Information**

---

Current Mass. License or Certification Number (only if you are currently certified or licensed): CC-0000070  
Government Employee?: Yes  
Set ID:

**List of Documents**

---

## Attach Documents

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
Capture.PNG	Resume Form	19.44 KB	07/25/2017	<a href="#">Actions ▼</a>

## Employer / Supervisor Info

Showing 0-0 of 0

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
No records found.					

## Applicant Information

Individual  
Sneha L  
12 Island Hill Ave  
Melrose, MA, 01928

Telephone Number:123-123-2323  
E-mail:sneha9717@gmail.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ I have read and agree with the above attestation.

Date:

[Continue Application »](#)

[Save and resume later](#)

22. Click Continue application to continue the payment page. This page shows the Permit application fee and the payment options. You can either pay online or you can pay by mail.

## MDAR - Massachusetts Pesticide License Application

1	2 Documents	3 Applicant and Contributors	4 Review	5 Pay Fees	6 Record Submitted
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### Step 5 : Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

#### Application Fees

Fees	Amount
Private License	\$100.00

\$100.00

<a href="#">Pay Online »</a>	<a href="#">Pay by Mail»</a>
------------------------------	------------------------------

23. Select the appropriate option. If you select pay by mail, your application will be submitted and you will receive a notification via email which includes the steps to make your payment.  
**Note** - If you select Pay by Mail, your application processing will not be started until the Payment received.
24. If you select Pay Online, you will be redirected to the Commonwealth's online Payment Page as shown below.

# Massachusetts Department of Agricultural Resources

Phone 617-626-1720 | Fax 617-626-1850  
Hours: M-F 8:45am-5pm

251 Causeway Street, Suite 500, Boston, Massachusetts 02114  
[MDAR Website](#)

## Payment

You have elected to pay for the following item(s).

Description	Reference ID	Amount
MDAR/Pesticide/Pesticide Credential/Renewal	17TMP-005829	\$300.00
		<b>\$300.00</b>

**Total Convenience Fee Due: \$7.05**  
**Total Amount Due: \$307.05**

### Billing Information

Enter Company AND/OR First and Last Name below.

Company Name

Enter Company Name

First Name

Enter First Name

Last Name

Enter Last Name

Street

Enter Street

City

Enter City

State/Territory

Select State

Zip

Enter Zip

Phone Number

( ) -

Email

Enter Email Address

Confirm Email

Enter Email Address

Please click the back button to return to your application

[Back](#)

### Payment Information

To pay by electronic check, click the ACH tab.

[Credit/Debit Card](#)

[ACH](#)

Card Type

Select Card Type

Card Number

Enter Card Number

CVV Code

Enter CVV Code

Expiration

01

2017

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.

☐ I Accept

### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

[Submit Payment](#)

## PAYING ONLINE

25. You can either pay by Credit/Debit Card or ACH (online check). The default option is Credit/Debit Card. You can change it to ACH by clicking on the ACH tab under payment information as shown in below figure. There will be a service charge of 2.35% when you pay online by Credit/Debit card or a 0.35¢ (cent) charge if you pay by ACH.

26. Once you enter your information, you need to read all the Commonwealth of Massachusetts and NCourt (online payment provider) Terms and conditions and click on the “I Agree” check box and then click on the submit Payment.
27. You will receive a payment receipt from NCourt to the email address that’s provided while making the payment.
28. You will receive a submission confirmation email if the payment is successful from the Commonwealth of Massachusetts with the details of the application. This email will be sent to the email address provided in the application.

[Home](#)

MDAR Applications

#### MDAR - Massachusetts Pesticide License Application

1	2 Documents	3 Applicant and Contributors	4 Review	5 Pay Fees	6 Record Issuance
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#### Step 6: Record Issuance

[Receipt](#)



Application Successfully Submitted.

FEA

17-PLIC-000095-APP

MDAR - Massachusetts Pesticide License Application

## Check the Status of a Record

The purpose of this Chapter is to show Public user – “How to check status of an application?”	
Application Screen	Tasks
Check Status of a record	<ul style="list-style-type: none"> <li>• LOGIN to your account</li> <li>• CLICK “My Records” on the HOME page</li> <li>• Check status in status column</li> </ul>

The Applicant can check the status of the application submitted online.

## Checking Status of a Record

1. Follow the below steps to check the status of your application. Login to ePLACE portal. On the Home page click on “My Records”.
2. Click on the arrow before MDAR to view the list of records submitted. You will see the records you have submitted along with the status as shown below. Click on the Record ID of the application to get the complete details.

Home

Dashboard My Records My Account

▼ MDAR

Showing 1-7 of 7 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record ID	Record Type	Exam/License Category	Expiration Date	Status	Action
<input type="checkbox"/>	04/25/2017	<a href="#">17-EXAM-000273</a>	MDAR - Massachusetts Pesticide Exam Application	Dealer License		Exam Scheduled	
<input type="checkbox"/>	04/25/2017	<a href="#">17-EXAM-000274</a>	MDAR - Massachusetts Pesticide Exam Application	Private Certification - Cranberries (30)		Exam Not Scheduled	
<input type="checkbox"/>	03/08/2017	<a href="#">17-PLIC-000025-APP</a>	MDAR - Massachusetts Pesticide License Application			Approved	
<input type="checkbox"/>	03/08/2017	<a href="#">17-EXAM-000123</a>	MDAR - Massachusetts Pesticide Exam Application	Commercial Certification - Aquatic (39)		Passed	
<input type="checkbox"/>	03/08/2017	<a href="#">17-EXAM-000122</a>	MDAR - Massachusetts Pesticide Exam Application	Applicator (Core) License		Passed	
<input type="checkbox"/>	03/08/2017	<a href="#">17-EXAM-000124</a>	MDAR - Massachusetts Pesticide Exam Application	Dealer License		Passed	

- **LOGIN** to your account
  - **CLICK** “My Records” on the HOME page
  - **Check** status in status column
3. User will receive their License Authorizations or Permits via email (to the email address user entered at the time of ePLACE Portal registration)
    - A. When their Pesticide License Application is approved by the agency
    - B. When their Pesticide Renewal Application is approved by the agency
    - C. Exclusively, for Catch Bain Permit Exam – When the applicant passed their exam, then the Permit will be emailed.

**Note** – If the agency denies their Pesticide License Application or Pesticide License Renewal, an email will be sent out to the applicant.

## Amending/Renewing a Permit

Public user will amend/renew a Permit/License/Application	
Application Screen	Tasks
Amend a Record	<ul style="list-style-type: none"><li>• Identify Record</li><li>• Select Record to Amend</li><li>• Enter Continuing Education Credits Information</li><li>• Insurance Information (if any)</li><li>• Upload Documents</li><li>• Submit the Application</li></ul>
Renew a Record	<ul style="list-style-type: none"><li>• Identify Record</li><li>• Select Record to Renew</li><li>• Enter Continuing Education Credits Information</li><li>• Insurance Information (if any)</li><li>• Upload Documents</li><li>• Make Payment</li><li>• Submit the Application</li></ul>



## Amending a License Authorization or Permit

1. To submit an Amendment application for an existing authorization, the Authorization should be in **Active** Status. User can do amendments in below scenarios
  - a. If the user want to add their Continuing Education Credits (applicable for all categories except Catch Basin Permit)
  - b. If the user want to add/update their Insurance Information (applicable for Applicator (Core) License or Commercial Certification)
  - c. If the user want to add/update their Employer Information/Supervisor Information contact.
2. Find an authorization which you want to amend your License Authorization or Permit information for any above scenarios then please –
  - a. Login to the ePLACE portal and on the Home page click on My Records.
  - b. Go to MDAR to show the list of records submitted.
  - c. The system will show you Amendment link as shown in the below image, if it provides you the option of amending an Authorization.



- **LOGIN**
  - **CLICK** on “My Records” on Home Page
  - **Go to** MDAR to see records
3. Click on the “Amendment” link shown above.

MDAR							
Showing 11-20 of 100+   <a href="#">Download results</a>   <a href="#">Add to collection</a>							
<input type="checkbox"/>	Date	Record ID	Record Type	Exam/License Category	Expiration Date	Status	Action
<input type="checkbox"/>	04/24/2017	<a href="#">17-PLIC-000085-APP</a>	MDAR - Massachusetts Pesticide License Application	Private Certification - Nursery (29)		Denied	
<input type="checkbox"/>	04/24/2017	<a href="#">17-PLIC-000084-APP</a>	MDAR - Massachusetts Pesticide License Application	Dealer License		Denied	
<input type="checkbox"/>	04/24/2017	<a href="#">17-PLIC-000083-APP</a>	MDAR - Massachusetts Pesticide License Application	Applicator (Core) License		Denied	
<input type="checkbox"/>	04/24/2017	<a href="#">17-EXAM-000269</a>	MDAR - Massachusetts Pesticide Exam Application	Applicator (Core) License		Passed	
<input type="checkbox"/>	04/24/2017	<a href="#">17-EXAM-000268</a>	MDAR - Massachusetts Pesticide Exam Application	Commercial Certification - Mosquito and Biting Fly Control (47)		Failed	
<input type="checkbox"/>	04/24/2017	<a href="#">17-EXAM-000272</a>	MDAR - Massachusetts Pesticide Exam Application	Catch Basin Permit		Passed	
<input type="checkbox"/>	04/24/2017	<a href="#">AL-0000082</a>	MDAR - Massachusetts Pesticide License Authorization		12/31/2017	Active	<a href="#">Amendment</a>
<input type="checkbox"/>	04/24/2017	<a href="#">CB-0000083</a>	MDAR - Massachusetts Pesticide License Authorization		12/31/2017	Active	<a href="#">Amendment</a>

4. The system will take you to the Pesticide License Amendment application. The License Type

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Submitted
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**Step 1: Amendment Information > Page 1 of 2**

"Insurance Information amendment is applicable for Applicator (Core) License or Commercial Certification only."

\* indicates a required field.

License Type

\* License Type:

Applicator (Core) License

Update your Credits

**CATEGORY INFORMATION**

Please select the credentials and/or categories you wish to renew.

Showing 1-1 of 1

<input type="checkbox"/>	License Type	License Category	Continuing Education Credits	
<input checked="" type="checkbox"/>	Applicator (Core) License			Actions

Edit Selected

Continue Application »

Save and resume later

5. If you have to add credits in the "Update your credits" section, select the check box and click on the Edit selected. This will open a pop up where you can add Continuing education credits and click submit.

**Note** – If you are amending a Catch Basin, you do not need to update your credits.

X

**CATEGORY INFORMATION**

Please select the credentials and/or categories you wish to renew.

License Type:

Applicator (Core) License

License Category:

Continuing Education Credits:

Submit

Cancel

6. Click on continue application. If you are amending an Applicator Core or Commercial Certification Authorization based on your government employee question – please provide Insurance Information accordingly and click “Continue Application”.
7. If you are amending a Private Certification or Dealer License – Insurance Information is not required.

Home

MDAR Applications

MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Submitted
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**Step 1: Amendment Information > Page 2 of 2**

If you are making pesticide applications in your capacity as a government employee, please upload your Government Employee Letter.

If you are making pesticide applications outside of your role as a government employee, please upload your Proof of Insurance.

\* indicates a required field.

**Insurance Information**

---

Massachusetts Pesticide License Number:

Are you making pesticide applications in your capacity as a government employee?:  
☐ Yes ☒ No

Current Insurance Carrier: \*  
Tavares Ins. Inc.

Insurance Expiration Date: \*  
04/01/2018

Continue Application » Save and resume later

8. System will take you to the document page.
  - a. If you updated the Continuing Education Credits then please upload “Proof of Credits document
  - b. If you are amending an “Applicator (Core) License or Commercial Certification Authorization” – modifying the question – “Are you making pesticide applications in your capacity as a government employee?”
    - (i) If the question government employee is answered **YES** then “Government Employee Letter” needs to be uploaded to continue the application.
    - (ii) If the question government employee is answered **NO** then “Proof of Insurance” needs to be uploaded to continue the application.

To upload a document - please refer to [Uploading Documents in ePLACE Portal](#) section any required documents and click “Continue Application”.

Step 2: Documents > Attach Documents

\* indicates a required field.

List of Documents

Documents:

Please upload Required Document(s) which are mandatory to submit this Application:

1. Government Employee Letter

Attestation:

I hereby acknowledge and understand that my application shall not be considered complete unless and until an attestation by an insurance broker certifying that insurance policy coverage in force and issued on my behalf meets or exceeds the standards set forth in 333 CMR 10.13, unless otherwise exempt or waived in accordance with M.G.L. c. 132B and 333 CMR 10.00 et seq.

\*I have read and agree with the above attestation:



Date:

07/20/2017



Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.

The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.

The document 'Description' MUST NOT exceed 50 characters in length.

Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

9. The system will show you the next page with an option to add/edit Employer Information/Supervisor Information contact.

**Note** – The Employer Information/Supervisor Information contact will be auto populated from Authorization Record.

## MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Submitted
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### Step 3: Contact Information > Page 1

\* indicates a required field.

#### Employer / Supervisor Info

Please enter your employer information by clicking the "Add New" button below. If you own/operate your own business, please enter your business contact information.

Add New

Look Up

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Supervisor Information	43 34	COMPANY EIPAS			Edit Delete

#### Applicant Information

To View your contact, click the View link.

##### Applicant Information:

Sneha L  
12 Island Hill Ave  
Melrose, MA, 01928  
Telephone #: 123-123-2323 Email: sneha9717@gmail.com

View

Continue Application »

Save and resume later

10. You can verify the Applicant information. This information is automatically downloaded from the contact information you provided when you registered on the ePLACE Portal. Click **View** to verify the information shown. If you want to change it select "Save and resume later" button and go to [Account Management to modify your information](#).

##### Applicant Information

To View your contact, click the View link.

##### Applicant Information:

Lathika K  
1000 Washington St  
Boston, MA, 02118  
Telephone #: 123-123-1234 Email: lathika@gmail.com

View

Continue Application »

Save and resume later

11. The system will now show you a review page which is a summary of all the information you entered on the amendment record. Verify all the information you entered. If you need to change information, click on the edit button on top of the page.
12. After reviewing the Amendment summary then please select the Certification and click continue to submit the amendment.

### Applicant Information

Sneha L.  
12 Island Hill Ave  
Melrose, MA, 01928

Telephone Number:123-123-2323  
E-mail:sneha9717@gmail.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ I have read and agree with the above attestation.

Date:

[Continue Application »](#)

[Save and resume later](#)

13. Amendments do not have any fee, so once you click “Continue Application” on the review page, system will submit your amendment application and will provide you with your amendment Record ID.

[Home](#)

[MDAR Applications](#)

### MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Issuance
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#### Step 5: Record Issuance



Successfully Completed.

Thank you for using our online services.

Your Record Number is 17-PLIC-000016-AMD.

You will need this number to check the status of your application.

14. After the Amendment application is submitted, the status of your Authorization will be updated to “Amendment In Progress”. When the amendment record is approved by the MDAR Agency then the Authorization status will set to “Active”.

**Note** - You cannot apply amendment record when your Authorization Status is “Amendment In Progress”. Amendments can be only submitted when the Authorization Status is “Active”.

### MDAR

Showing 1-10 of 12 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	07/20/2017	17TMP-001170	MDAR - Massachusetts Pesticide License Application	Applicator (Core) License			<a href="#">Resume Application</a>
<input type="checkbox"/>	07/19/2017	CB-0000010	MDAR - Massachusetts Pesticide License Authorization	Catch Basin Permit	12/31/2018	Active	<a href="#">Amendment</a>
<input type="checkbox"/>	07/19/2017	AL-0000008	MDAR - Massachusetts Pesticide License Authorization	Applicator (Core) License	12/31/2018	Amendment In Progress	

## Renewing a License Authorization or Permit

Renewals can be submitted only 90 days before the authorization expiration date. If licensees/permittees want to renew Applicator Core, Commercial Certification, Catch Basin Permit and/or Private Certifications they can submit a renewal beginning from October 2<sup>nd</sup> of every year. For Dealer License a renewal can be submitted from December 1<sup>st</sup> every year. A “Renew Authorization” link will be visible next to an Authorization record in the ePLACE Portal when that authorization is eligible for renewal.

1. To submit a Renewal application for an existing Authorization, find the authorization record in the list of your records by following the below steps:
  - a. Login to the ePLACE portal and on the Home page click on the My Records button. System will take you to the My Records page shown below.
  - b. Go to MDAR - This will show all the records that you have submitted that you have along with their status as shown below.
  - c. The system will show you “Renew Authorization” link as shown in the below image, if the authorization is about to expire.

### ▼ MDAR

Showing 1-10 of 12 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	07/20/2017	17TMP-001170	MDAR - Massachusetts Pesticide License Application	Applicator (Core) License			<a href="#">Resume Application</a>
<input type="checkbox"/>	07/19/2017	AL-0000008	MDAR - Massachusetts Pesticide License Authorization	Applicator (Core) License	12/31/2018	About to Expire	<a href="#">Renew Authorization</a>

2. Click on “Renew Authorization” link and the system will take you to Pesticide License Renewal Record.

Home

MDAR Applications

### MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information	2 Documents	3 Certification Information	4 Review	5 Record Submitted
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#### Step 1: Renewal Information > Page 1 of 2

If you have accessed this page by clicking the Renewal link after linking to your record on the eLicensing portal, please press save/resume at the bottom of the page. This step is necessary to ensure your data is linked and the permit application form is enabled. After pressing save/resume, you will be brought back to the eLicensing portal page. Please select the renewal option again and complete your application form.

\* indicates a required field.

#### Existing Categor(ies) to Renew

#### CATEGORY INFORMATION

Please select the credentials and/or categories you wish to renew.

Showing 1-1 of 1

<input checked="" type="checkbox"/>	License Type	License Category	Continuing Education Credits	
<input checked="" type="checkbox"/>	Applicator (Core) License			<a href="#">Actions</a> ▼

[Edit Selected](#)

[Continue Application »](#)

[Save and resume later](#)

3. If they are any Continuing Education Credits that need to be updated – Please click on “Edit Selected” and this will open a pop up where you can add Continuing education credits and click submit.

**Note** – If you are renewing a Catch Basin, you do not need to update your credits.

#### CATEGORY INFORMATION

Please select the credentials and/or categories you wish to renew.

License Type:

Applicator (Core) License

License Category:

Continuing Education Credits:

Submit

Cancel

4. Click on continue application. If you are renewing an Applicator Core or Commercial Certification Authorization then based on your government employee question – please provide Insurance Information accordingly and click “Continue Application”.
5. If you are renewing a Private Certification or Dealer License – Insurance Information is not required.

Home

MDAR Applications

#### MDAR - Massachusetts Pesticide License Amendment

1 Amendment Information	2 Documents	3 Contact Information	4 Review	5 Record Submitted
-------------------------	-------------	-----------------------	----------	--------------------

#### Step 1: Amendment Information > Page 2 of 2

If you are making pesticide applications in your capacity as a government employee, please upload your Government Employee Letter.

If you are making pesticide applications outside of your role as a government employee, please upload your Proof of Insurance.

\* indicates a required field.

#### Insurance Information

Massachusetts Pesticide License Number:

\* Are you making pesticide applications in your capacity as a government employee?:

☐ Yes ☒ No

Current Insurance Carrier: \*

Tavares Ins. Inc.

Insurance Expiration Date: \*

04/01/2018

Continue Application »

Save and resume later



6. System will take you to the document page. To upload a document - please refer to [Uploading Documents in ePLACE Portal](#) section any required documents and click “Continue Application”.

**Step 2: Documents > Attach Documents**

\* indicates a required field.

**List of Documents**

Documents:

**Please upload Required Document(s) which are mandatory to submit this Application:**

1. Government Employee Letter

Attestation:

I hereby acknowledge and understand that my application shall not be considered complete unless and until an attestation by an insurance broker certifying that insurance policy coverage in force and issued on my behalf meets or exceeds the standards set forth in 333 CMR 10.13, unless otherwise exempt or waived in accordance with M.G.L. c. 132B and 333 CMR 10.00 et seq.

**\*I have read and agree with the above attestation:**



Date:

07/20/2017



**Attachment**

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

7. The system will show you the next page with an option to add/edit Employer Information/Supervisor Information contact.

**Note** – The Employer Information/Supervisor Information contact will be auto populated from Authorization Record.

## MDAR - Massachusetts Pesticide License Renewal

1 Renewal Information	2 Documents	3 Certification Information	4 Review	5 Record Submitted
-----------------------	-------------	-----------------------------	----------	--------------------

### Step 3: Certification Information > Page 1

\* indicates a required field.

#### Employer Information

Please enter your employer information by clicking the "Add New" button below. If you own/operate your own business, please enter your business contact information.

Add New

Look Up

Showing 1-1 of 1

Contact Type	Full Name	Company/Employer Name	Phone	E-mail	Action
Employer Information	Sneha L	MDAR	123-123-2323	sneha9717@gmail.com	Edit Delete

#### Applicant Information

To View your contact, click the View link.

##### Applicant Information:

Sneha L  
12 Island Hill Ave  
Melrose, MA, 01928  
Telephone #: 123-123-2323 Email: sneha9717@gmail.com

View Remove

Continue Application »

Save and resume later

- You can verify the Applicant information. This information is automatically downloaded from the contact information you provided when you registered on the ePLACE Portal. Click **View** to verify the information shown. If you want to change it select "Save and resume later" button and go to [Account Management to modify your information](#).

#### Applicant Information

To View your contact, click the View link.

##### Applicant Information:

Lathika K  
1000 Washington St  
Boston, MA, 02118  
Telephone #: 123-123-1234 Email: lathika@gmail.com

View

Continue Application »

Save and resume later

- The system will now show you a review page which is a summary of all the information you entered on the renewal record. Verify all the information you entered. If you need to change information, click on the edit button on top of the page.

10. After reviewing the Renewal Application summary then please select the Certification and click continue to submit the renewal.

#### Applicant Information

Sneha L  
12 Island Hill Ave  
Melrose, MA, 01928

Telephone Number:123-123-2323  
E-mail:sneha9717@gmail.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may also result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ I have read and agree with the above attestation.

Date:

[Continue Application »](#)

[Save and resume later](#)

11. Click Continue application to continue the payment page. This page shows the Permit application fee and the payment options. You can either pay online or you can pay by mail.

#### MDAR - Massachusetts Pesticide License Renewal

1	2 Documents	3 Certification Information	4 Review	5 Pay Fees	6 Record Submitted
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#### Step 5: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

#### Application Fees

Fees	Amount
Applicator Core License	\$100.00

\$100.00

[Pay Online »](#)

[Pay by Mail»](#)

- Massachusetts Department of Agricultural Resources

Phone 617-626-1720 | Fax 617-626-1850  
Hours: M-F 8:45am-5pm

251 Causeway Street, Suite 500, Boston, Massachusetts 02114  
[MDAR Website](#)

You have elected to pay for the following item(s).

Description	Reference ID	Amount
MDAR/Pesticide/Pesticide Credential/Renewal	17TMP-005829	\$300.00
		<b>\$300.00</b>

**Total Convenience Fee Due: \$7.05**  
**Total Amount Due: \$307.05**

## PAYING ONLINE

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14. Once you enter your information, you need to read all the Commonwealth of Massachusetts and NCourt (online payment provider) Terms and conditions and click on the “I Agree” check box and then click on the submit Payment.
15. You will receive a payment receipt from NCourt to the email address that’s provided while making the payment.
16. You will receive a submission confirmation email from the Commonwealth of Massachusetts with the details of the application if the payment is successful. This email will be sent to the email address provided in the application.

Home

MDAR Applications

Record Issuance



Successfully Completed.

Thank you for using our online services.

Your Record Number is 17-PLIC-000015-REN.

17. If you select pay by mail, your application will be submitted and you will receive a notification via email which includes the address to which you need to send your payment.  
**Note** - If you select Pay by Mail, your application processing will not be started until the Payment received.
18. If the applicant selects “Save and Resume Later” on the of Renewal Record then when they want to resume their Renewal application, they will need to go to the Authorization Record and then select Resume Renewal Link to continue the Renewal.

#### ▼ MDAR

Showing 11-13 of 13 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	07/19/2017	AL-0000008	MDAR - Massachusetts Pesticide License Authorization	Applicator (Core) License	12/31/2018	About to Expire	<a href="#">Resume Renewal</a>